

TOWN OF CHATHAM
488 State Route 295, Chatham, NY 12037

Town Board Meeting Minutes
Thursday, February 16, 2023 @ 6:30PM

This Meeting is IN PERSON (Town Hall) For Board Members with the Exception of the
Occurrence of Extraordinary Circumstances

IN PERSON and VIRTUAL for the Public

Google Meet: meet.google.com/tqz-efzm-xbh Join By Phone: (US) +1 224-814-1308 PIN: 632 413 079#

- **PRESENT**

Supervisor Donal Collins, Councilmembers Vance Pitkin, Abi Mesick, Destiny Hallenbeck, Town Clerk Beth Anne Rippel, Tal Rappleyea, Town Attorney

ABSENT

Councilman Rick Werwaiss

VIRTUAL

Highway Superintendent Jeff Antalek

- **RECORDING NOTICE**

- **CALL TO ORDER**

Supervisor Collins called the meeting to order and led the pledge of allegiance.

- **ANNOUNCEMENTS:**

- Housing Committee: Public Meeting with Guests, February 25th at Tri-Village Fire Station 2-4 PM to discuss housing solutions for the TOC. Hallenbeck - What should housing look like in the TOC, there is not enough housing and how can we fix that. We're bringing experts on this issue: Pattern for Progress, Habitat for Humanity, Farm Bureau with Eric Ooms, Chris Brown, housing development coordinator for CC. Mesick - this housing piece is in conjunction with the Comp Plan. We'll use the minutes from the meeting to help with the housing section in the Comp. Plan. Collins - to show the TBs support it has been recommended that the Board hold this Special Meeting. The Town Clerk can still generate minutes even if she is not at the meeting. Collins will do the virtual piece.
- Thank You- Comp Plan Update Committee, they did a great job. They'll continue to take comments on the updated Plan up until the 23rd.
- Presentation (3-22-2023): Elizabeth Marks USDA/NRCS
 - Presentation Hudson Valley Climate Change Effects on Municipalities & Agriculture March 22 virtual presentation

At Comp Plan there was concern on the paving of roads and that our highway superintendent could just go out and pave the road without any oversight: but we have things like a 284 agreement and the allocation of CHIPS money, where the highway superintendent comes in front of the board and we vote by resolution to proceed with that. And as far as the highway budget, we always vote on the budget. So if someone were to ask for \$300,000 more to pay something the town board would obviously have a chance to discuss that. It was pretty well decided by quite a few people that the town board has no say so or maybe even knowledge when paving takes place, they do.

Collins announced the Chatham Fire Dept. Fish Fry Fridays

End of free COVID kits

Thank you to Colorusso for their donation of 75 cubic yards of material for the pump track.

- **SPECIAL PRESENTATION:** Community Preservation Plan (Ingrid Haeckel, DEC) CANCELED and rescheduled for March 2, 2023
 - Timeline: Local Law, Public Hearing, Adoption

- **PUBLIC COMMENT**

McFarlane - asked about the culvert on White Bridge Rd. Antalek - stated that Highway Dept. has been out patching all week. They've got 57 miles of dirt road to maintain. McFarlane asked about the material that had been put down on the dirt roads. Antalek said that it was just graded with no additional material added. Highway has been getting the same material from the same place for 6 years. McFarlane stated that it's like throwing money out the window with lowest bidder if the material isn't good.

Erich - Announced the TriVillage FD chili cook-off fundraiser on April 1, 2023

- **CORRESPONDENCE:**

- | | |
|----------------------------|--------------------------|
| 1. Chatham Town Court | Re: 2022 Audit |
| 2. BAR Member | Re: Resignation |
| 3. Harmon Heights Resident | Re: Cell Tower Complaint |

- **SUB-COMMITTEE REPORTS:**

1. Broadband Committee- (Councilman Pitkin/Councilwoman Hallenbeck)

Pitkin - Due to a suggestion by Hallenbeck they are taking over cell service research as well. Putting together a plan to review cell service in the area. Spoke to Donaldson and was able to get maps from ATT, Verizon and Sprint. As of 2021 there are FCC maps that the federal govt. Put together but who knows if they are accurate. A Cell Task Force was created in 2019, Pitkin was surprised that he wasn't aware of this until now. They studied service in the Catskills and Adirondacks but it was not studied here in this area. The Committee discussed maybe doing this in conjunction with other towns in the Northern Columbia County area.

2. CAP (Chatham Agricultural Partnership)- (Supervisor Collins)

Community Preservation Plan finalized

The last couple meetings they've been reviewing CAPS consensus commentary on multiple plans. One is the Community Preservation Plan. CAP was really the driving force on that because of the focus on agricultural lands and preservation of that land. They also looked to comment on the Comprehensive Plan Update Review committees work and the new Comp Plan update draft. They'll be forwarding those comments soon.

3. Climate Smart/Action Task Force Committee- (Councilman Werwaiss)
Collins had attended the meeting so he spoke in Werwaiss' stead - the Committee discussed the heat pump campaign, Repair Cafe, what's going on with composting and Climate Action.
4. Communications Committee- (Councilwoman Mesick)
Put out the 8th edition of the newsletter. Great, really good newsletter. The second Always Ready article appeared in the news letter regarding the fire departments within the Town.
5. Comprehensive Plan Update Review Committee- (Councilwoman Mesick)
The first draft was presented to the public this past Saturday - there were about 40-50 people in attendance at the firehouse for comments and suggestions. There was quite a bit of discussion on two of the most popular topics: dirt roads and housing. People wanted to know about the timeline, how do we hope to accomplish the plan, what is a Comp Plan? Good conversation. Mesick encouraged everyone to attend the upcoming housing meeting.
6. Finance & Planning Committee- (Supervisor Collins)
Levow -looking for additional members for the committee - discussed the digitization grant - update summer camp forecast scenario - real estate transfer tax - towns have the right to levy a fee on real estate sales, money collected to be used for preservation fund to purchase easements, development rights.
7. Housing Committee- (Councilwoman Hallenbeck/Councilwoman Mesick)
They will be meeting the 2nd of the month at 6:30PM, Virtual. Hallenbeck mentioned the Housing forum on 25th. They discussed a lot about the comp plan as well as the county housing meeting. How do we focus on housing because it is so large? We need to quantify the need for housing in town and consensus says that we need all types of housing. Senior, starter homes, smaller housing options... There are a lot of avenues to pursue. Is there funding for a feasibility study to expand sewer and water? They also talked about a housing needs assessment which would collect the needed data. Mesick – we have great diverse group.
8. Parks & Recreation Committee- (Councilman Pitkin/Supervisor Collins)
Slow this time of year at Crellin but disc golf is busy. CARP working on raising funds for summer campers scholarship. Working on Park Day. PS 21 has already booked a fabulous performing group the Amukanama Circus group from Africa as per Co-chair Mackerer. They're looking for vendors for park day. Jay Thorne put in orange pins to delineate the exercise pad at Crellin Park. Mackerer suggested that people go down and look at the location.
9. Grants Appropriations Committee (Councilman Werwaiss)
Collins - Werwaiss is working on the Digitization grant which is quite involved. Hopefully they'll keep moving on this as the deadline is March 1st. Werwaiss is looking for new members.
10. CAC (Councilman Werwaiss) in Ricks absence co-chair Mesick spoke - spent hours looking through photos to add to the Plan. There were so many beautiful scenes it was difficult to choose. Mesick thanked Ingrid for all her hard work and support, they wouldn't be where they are without her help. Ingrid will be presenting the Plan in the near future.

They will start to work on the campaign for the Community Preservation Fund and are looking for people to help with that. It's not like a town committee. I think it's more of a private entity that can have town board members, committee members and also residents. For more information contact Rick or Abi.

11. Town & County (Supervisor Collins) - report on file
Retention improving slightly
COVID 441 positive cases
Sales tax revenue is strong in the 4th quarter. We are well over budgeted revenue for 2023. Sales tax funds DB highway fund.
CCBOH received additional funds for air purification.

EMS coordination efforts

DSS - housing problems

238K in additional funding from opioid settlement which will be 2.5 million dollars spread out over time.

They spoke to Barrett about the need for more money for the Wellness Centers, be proactive so people don't end up in the system.

OFA

Youth Bureau - state funding has plummeted.

ETC.....

Digester is here

Looked at Ag dist improvements

Soil and Water- Collins attended the National Association of Conservation Districts in New Orleans. 50 states and multiple territories in attendance. They addressed food security to address soil health but also maintaining clean air and water and expanding a robust ecology helpful to the movement of seed and many other topics on a healthy ecosystem.

Heat Pump

Occupancy tax for BnB guests

Pathways to Recovery opening

Met with Barrett and the Mayor involving state funding for transportation between Chatham and Hudson.

Hartigan Rd. bridge DOT regional engineer Christina Hauley, JA toured the site

Traffic violations at EC bridge

ETC....

- **REPORTS ON FILE:**

1. Assessor
2. Code Enforcement/Building Inspector
3. Dog Control
4. Environmental Mgt Council
5. Finance Department
6. Highway Department
7. Justice Court
8. Office of the Aging Advisory Board
9. Recreation Director
10. Supervisor's Report
11. Town Clerk

- **NEW BUSINESS:**

1. Finance & Planning Committee
 - Community Preservation Fund
 - Registration Fees for summer camp
2. Bastien Road Abandonment

Old road that came off Bashford had not maintained it for decades, but posed a problem with the setback.
3. Assessor Clerk/Typist Appointment
4. Board of Assessment Review Resignation, Will start advertising

5. CSATF

- Toringo Crabapple Invasive
- PV Cells on Town Properties Looking for committee to address these subjects

Dc spoke on Solar on town land

Mesick -Toringo is extremely invasive, surprised at how bad it is. Beautiful tree but once established in fallow fields it's difficult to get rid of. If we don't catch it early, if land owners don't know about it, it may become impossible to use the land. Put solar on fallow farm lands. Mesick hopes Climate Smart will take up this invasive issue.

• OLD BUSINESS:

1. Capital Improvement Plan-

- Backup Generators (TH, HWY)
- HWY Equipment Upgrades

2. Correspondence Publication

3. Comprehensive Plan Update

4. Harmon Heights Cell Tower

Residents have written about the monopine. We are working with Building and ZBA to make sure everything's on board there. This is a situation involving tower companies, contractors and subcontractors. Kent has done a lot of research on the different companies who have drawn permits and the contractors who have ended up doing the work. Found the American Towers file and a rendition of the modification date is Feb the latest 10 ft. extension and what it looks like. It's T-Mobiles equipment going on that extension. The modification date is February 1st, installation by April 19. They have tried to contact Cell Tree Jobs, the company doing the work to see if they actually completed the specs. We don't see the specs on this job. We're trying to find out if during their installation whether this job that they've listed has been completed through American Tower and this company that was supposed to add the bridge to the monopine, but the specifications are not specific in the application. Certificate of compliance has not been issued on the latest permit and the permit expires 4/13/23. Mesick was confused about the project. We need to assure the neighbor that the negotiated configuration of this is not maintained and that's why the Building Dept. is not closing out this permit after a final review. Mesick wants to know if we can ask them to take it down if residents take exception to the extension. Rappleyea - It's certainly something that we can put on the table. It will be difficult to require it because of the federal regulations that are in place to protect and allow these towers to grow. But now that we have the right party and we can work with them to get it done.

• RESOLUTIONS:

1. Resolution#58-23: To Approve the Town Board Minutes.

WHEREAS, the Chatham Town Board approves the Town Board Minutes for January 3, 2023 and January 19, 2023..

Offered by: Hallenbeck, seconded motion: Pitkin

VOTE:

AYE: Collins, Pitkin, Mesick, Hallenbeck **NAY:** None Resolution adopted

2. **Resolution#59 -23: To Accept the Town Accountant’s Financial Supervisor’s Report.**

WHEREAS, the Chatham Town Board accepts the Town Accountant’s Financial Supervisor Report for January, 2023.

Offered by: Hallenbeck , seconded motion: Mesick

VOTE:

AYE: Collins, Pitkin, Mesick, Hallenbeck **NAY:** None Resolution adopted

3. **Resolution#60-23: To Accept the Financial Abstract as presented to pay the Town Bills.**

WHEREAS, the Chatham Town Board accepts the Financial Abstract #2 as presented to pay the Town Bills.

Offered by: Hallenbeck , seconded motion: Pitkin

VOTE:

AYE: Collins, Pitkin, Mesick, Hallenbeck **NAY:** None Resolution adopted

4. **Resolution#61-23: To Task The Finance & Planning Committee with Assisting the CPF**

WHEREAS, the Town Board of the Town of Chatham continues the process of creating a Community Preservation Plan, and

WHEREAS, the Plan will be accompanied by a Community Preservation Fund that will establish guidelines for the disbursement of acquired funds that will be utilized in helping to ensure the preservation of farmland, open space and other natural resources within the Town, and

NOW, THEREFORE BE IT RESOLVED the Chatham Town Board hereby tasks the Finance and Planning Committee with assistance in developing the framework of the Community Preservation Fund.

Offered by: Pitkin , seconded motion: Mesick

VOTE:

AYE: Collins, Pitkin, Mesick, Hallenbeck **NAY:** None Resolution adopted

5. **Resolution#62-23: To Task The Finance & Planning Committee with Update is Analysis of Summer camp Registration Fees**

WHEREAS, the Town Board of the Town of Chatham has previously tasked the Finance and Planning Committee with an evaluation of the Crellin Park children’s’ summer camp fee schedule,

WHEREAS, the Town Board wishes to address any further need to change such fees based on current costs and participation, and

NOW, THEREFORE BE IT RESOLVED the Chatham Town Board hereby tasks the Finance and Planning Committee with renewing its analysis of the Children’s summer camp fees.

Offered by: Mesick, seconded motion: Hallenbeck

VOTE:

AYE: Collins, Pitkin, Mesick, Hallenbeck NAY: None Resolution adopted

6. Resolution#63-23: To Purchase (Two) Dump Bodies.

WHEREAS, the Superintendent of Highway has requested that the Town Board authorize the purchase of (Two) 10' MG Side Dump Truck Bodies for truck #111 and Truck #113 on Sourcewell Contract, and

NOW, THEREFORE BE IT RESOLVED that the Chatham Town Board authorizes the purchase of (Two) 10' MG Side Dump Truck Bodies to be installed on the two RAM 5500 Cab & Chassis purchases (Truck #111 and Truck #113) on Sourcewell Contract from Henderson Products, Inc., located at 22686 Fisher Road, Watertown, NY 13601 for the sum of \$61,012.00 each and to be expensed from DB5130.2.

BE IT FURTHER RESOLVED, the Chatham Town Board authorizes the transfer of \$150,000 from Unassigned Fund Balance (DB915) to Hwy Equipment Capital Reserve (DB878) to the Machinery Equipment Account (DB5130.2).

Offered by: Hallenbeck, seconded motion: Pitkin

VOTE:

AYE: Collins, Pitkin, Mesick, Hallenbeck NAY: None Resolution adopted

7. Resolution#64-23: To Appoint Clerk/Typist to the Assessor

WHEREAS, the Town Board of the Town of Chatham has budgeted for a clerk/Typist to the Assessor, and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Chatham hereby appoints **Margaret Norway** to the position of Clerk/Typist to the Assessor at an hourly rate of \$17.00 and not to exceed 200-hrs annually.

Offered by: Hallenbeck , seconded motion: Pitkin

VOTE:

AYE: Collins, Pitkin, Mesick, Hallenbeck NAY: None Resolution adopted

8. Resolution#65-23: To Authorize Purchase of Standby Generators for Highway and Town Hall from Building Reserves

WHEREAS, the Town Board recognizes the need to ensure continuity of its services to the Public, and

WHEREAS, power outages have led to disruptions in functions of the Town Hall and Highway Garage, and

WHEREAS, Backup generators have been identified in a capital improvement plan for the Town to mitigate these service interruptions, and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Chatham hereby grants the purchase and installation of backup generators for the Town Hall and Highway Garage to B & D

Electric, PO Box 413, Ghent, NY 12075 for the total sum of \$25,955.00 (Hwy: \$11,950.00 and TH: \$14,005.00) expensed from the Building Reserve (A878) to Hwy Garage A5132.2 and TH A1620.2.

Offered by: Hallenbeck , seconded motion: Pitkin

VOTE:

AYE: Collins, Pitkin, Mesick, Hallenbeck **NAY:** None Resolution adopted

9. **Resolution#66-23: To Accept BAR Member Resignation and Advertise for position.**

WHEREAS, Town Employee Gail day submitted her letter of resignation January 28, 2023 from the position of Board of Assessment Review, and

THEREFORE, be it resolved that the Chatham Town Board accepts the resignation letter from Gail Day, effective immediately, and authorizes the Town Clerk to advertise for the position vacancy.

Offered by: Hallenbeck, seconded motion: Pitkin

Thanked Gail for all her years of service on the BAR

VOTE:

AYE: Collins, Pitkin, Mesick, Hallenbeck **NAY:** None Resolution adopted

10. **Resolution#67-23: To Accept HWY Certificate of Abandonment and formally abandon Bastien Road**

WHEREAS, Bastien Road is an erstwhile Town cross over route between County Route 17 and Bashford Road, and

WHEREAS, the Town of Chatham has not maintained this road in the modern era, and

WHEREAS, Highway Superintendent Jeff Antalek has submitted a Certificate of Abandonment for Bastien Road, and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Chatham hereby accepts the Certificate of Abandonment from Highway Superintendent Jeff Antalek and declares Bastion Road abandoned.

Offered by: Pitkin, seconded motion: Hallenbeck

VOTE:

AYE: Collins, Pitkin, Mesick, Hallenbeck **NAY:** None Resolution adopted

11. **Resolution#68-23: To Task The Climate Smart Action Task Force Committee with the threat analysis of Toringo Crabapple in Rural Lands**

WHEREAS, the Town Board of the Town of Chatham is aware of the burgeoning presence of Toringo Crabapple in the rural lands of the Town, and

WHEREAS, the Town Board wishes to address the threat of such crabapples to agriculture as well as the threat to native flora, and

NOW, THEREFORE BE IT RESOLVED the Chatham Town Board hereby tasks the Climate Smart Action Task Force Committee with studying the presence of the toringo crabapple and ascertaining its threat potential to native species and agriculture in the Town of Chatham.

Offered by: Hallenbeck, seconded motion: Pitkin

VOTE:

AYE: Collins, Pitkin, Mesick, Hallenbeck **NAY:** None Resolution adopted

12. **Resolution#69-23: To Task The Climate Smart Action Task Force Committee with the feasibility of placing solar power generation on Town property**

WHEREAS, the Town Board of the Town of Chatham wishes to offset its municipal energy requirements with renewable energy production, and

WHEREAS, the Town of Chatham has rooftop and ground mounted photovoltaic potential on multiple Town properties,

NOW, THEREFORE BE IT RESOLVED the Chatham Town Board hereby tasks the Climate Smart Action Task Force Committee with studying the feasibility of integrating solar power generation within existing Town infrastructure.

Offered by: Hallenbeck, seconded motion: Pitkin

Mesick asked - Will Grants or the Finance Committee be investigating this? Collins - it will be an interdisciplinary action between the committees.

VOTE:

AYE: Collins, Pitkin, Mesick, Hallenbeck **NAY:** None Resolution adopted

Collins - regarding the development of guidelines for correspondence for publication. He would like to have the Board's thoughts on this. Some towns don't publish their correspondence and there is nothing in statute that requires it.

Mesick - a few issues - what's the public's expectations when they write to the TB? Residents may not be aware that their correspondence is published. It is available through FOIL though. Why is there a push to read or hand out correspondence? Are we obligated to push something out there?

Mesick - Hallenbeck has 2 meeting announcements and with approval from the Board they would like to disseminate the information. Pitkin moved to advertise the two meetings. Seconded by Mesick and carried.

Mackerer - the invasive crabapples can be found on every property in Town.

Mackerer asked Jay Thorne to stake out the exercise pad at Crellin Park. It is 2000 sq. feet. He suggested the board take a look to see if this is what we want. He expressed some concerns.

MOTION was made by Collins to schedule a Special Town Board meeting in conjunction with the Housing Committee on Feb 25, 2023 from 2-4PM at the TriVillage Fire House. Hallenbeck seconded and motion carried.

MOTION TO CLOSE MEETING

A **MOTION** was made by Hallenbeck to adjourn at 7:40PM, Pitkin seconded. Motion carried.

Respectfully submitted by,

Beth Anne Rippel, RMC
Town Clerk